

Chapter Overview

Introduction

The objective of this chapter is to provide a concise, user friendly job aid for completing administrative remarks, recording medals and awards, reporting completion of NJP or courts-martial proceedings, reporting unauthorized absence or deserter status and reporting return from unauthorized absence or deserter status. This chapter provides checklist, guides, and information required to complete these tasks.

In this chapter

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B	Discipline	10-B-1

Section Overview

Introduction

This section will help you to locate the policies and procedures for completing an administrative remark entry, guide you through the procedures for reporting medals and awards, and aid you in completing and reviewing an Enlisted Performance Evaluation Form (EPEF).

In this section

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Reporting Medals and Awards	10-A-3
How to Complete Enlisted Performance Evaluation Forms	10-A-4
Administrative Review of the Enlisted Performance Evaluation Form	10-A-10

Administrative Remarks (CG-3307)

Introduction	The CG-3307 provides a means of recording miscellaneous entries, which are not recorded elsewhere in a Personnel Data Record (PDR). Administrative Remarks entries are made, to document counseling, or to record any other information required by current directives, or considered to be of historical value.
Reference	COMDTINST 1000.14 (series), Preparation and Submission of Administrative Remarks (CG-3307)
Policies and procedures	The policies and procedures governing the use and preparation of the CG-3307 can be found in COMDTINST 1000.14 (series), Preparation and Submission of Administrative Remarks (CG-3307), which should be filed as Enclosure (6) to this manual.
Example entries	The only CG-3307 entries authorized are those listed in Enclosure (1) to COMDTINST 1000.14 (series), Preparation and Submission of Administrative Remarks (CG-3307).

Reporting Medals and Awards

Introduction All medals and awards that have been presented to the member must be reported to the PERSRU for entry into PMIS/JUMPS.

Reporting awards When a member receives a medal or award, forward a copy of the certificate or other documentation to the PERSRU.

Processing Good Conduct Awards Process table for active duty and reserve Good Conduct Awards.

Stage	Who does it	What happens
1	PERSRU	Forwards a list to the unit of members who are eligible for awards between the 15th of the current month to the 14th of the next month
2	Unit/PERSRU (See note)	Prepares Good Conduct Award Certificate for the unit commanding officer's signature
3	Unit	Forwards a copy of the signed award certificate or documentation to the PERSRU
4	PERSRU	Completes PMIS/JUMPS transactions

Note: If unit has no administrative support attached, the PERSRU will complete the Good Conduct Award Certificate and forward to the unit.

How to Complete Enlisted Performance Evaluation Forms

Purpose

The objective of this section is to provide a concise, user friendly job aid for completing Enlisted Performance Evaluation Forms (EPEF).

- This is not a guide for actually evaluating a member.
 - Refer to Chapter 10-B of the Coast Guard Personnel Manual (COMDTINST M1000.6 (series)), if you need information about the Enlisted Performance Evaluation System.
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Process

This is the process used for submission of Enlisted Performance Evaluation Forms.

Stage	Who does it	What Happens
1	HRSIC (ADV)	Mails bar code labels and rosters to PERSRU's two months prior to period ending date
2	PERSRU	Mails labels and rosters to units serviced. <ul style="list-style-type: none">• Contacts HRSIC (ADV) for missing bar code labels
3	Unit	Affixes labels to correct EPEF. <ul style="list-style-type: none">• Notifies PERSRU of any labels not received.• Ensures member signs EPEF within 21 days after period ending date• Mails completed EPEF to HRSIC (ADV) within 30 days after period ending date

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How to Complete Enlisted Performance Evaluation Forms, Continued

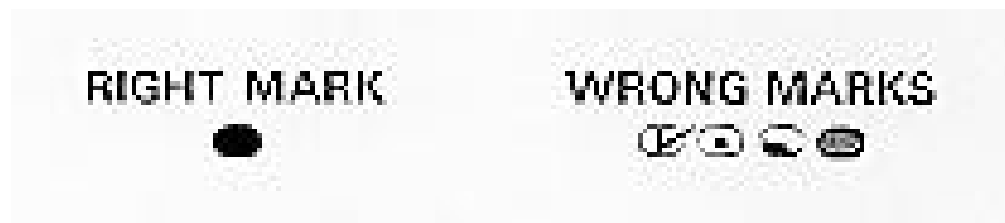
Before you begin

A properly completed EPEF is required for optical scanning by HRSIC.

- Incorrect forms will be sent back to the unit for corrections.

Keep these important rules in mind while completing EPEFs.

- Use a pen or pencil
- **Do not** use red ink
- Darken the ovals completely, as in this example:



- **Do not** make any stray marks on the form
- **Do not** cut or separate the pages of the form
- **Do not** bend, fold or staple the form

Continued on next page

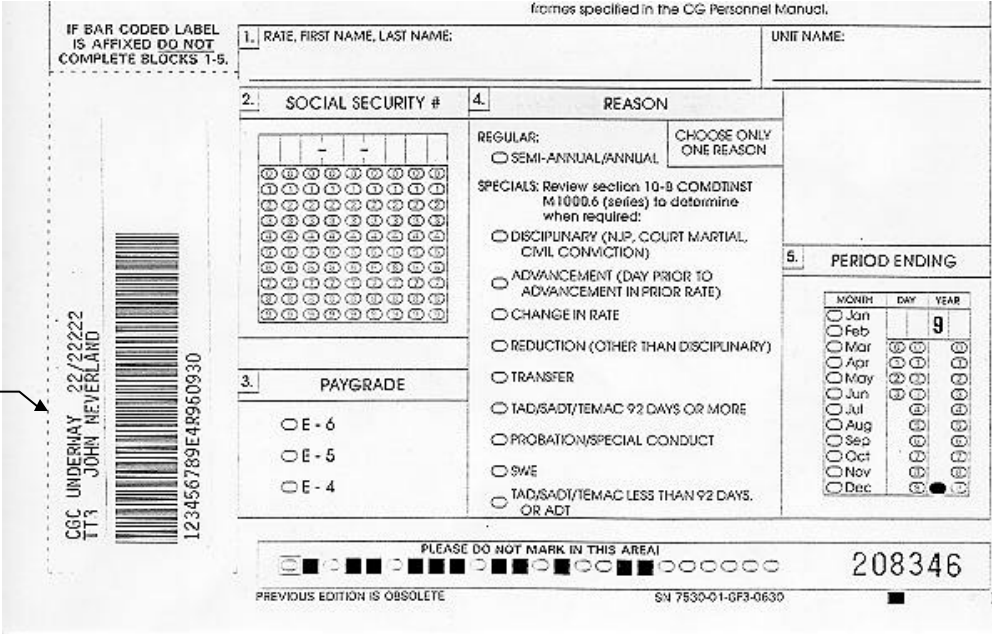
Section A
PERFORMANCE

How to Complete Enlisted Performance Evaluation Forms

Continued

Completing the EPEF Follow these steps and examples to complete the EPEF.

Note: If you have any questions after reading these directions, please contact HRSIC (ADV) at 913-357-3400 (Use area code 785 after 20 Jul 97) for assistance, before attempting to complete the form.

Step	Action
1	Determine the reason for the evaluation.
2	<p>If the reason for the evaluation is for <u>semi-annual or annual</u> affix the provided label in accordance with this example.</p> <p>• Do not darken the ovals in blocks 1-5.</p> <div style="display: flex; align-items: center;"> <div style="width: 20%; padding-right: 10px;"> <p>Notice the orientation of the label. It reads from bottom to top with the member's unit and name towards the left edge of the page.</p> <p>Do not put the label on with the name facing towards the right side of the form. This is incorrect and the form will not be scanned.</p> </div> <div style="width: 80%;">  </div> </div>

Continued on next page

Section A
PERFORMANCE

How to Complete Enlisted Performance Evaluation Forms, Continued

Completing the EPEF (cont'd)

Step	Action												
3	<p>If the reason for the evaluation <u>is not</u> semi-annual or annual but advancement, transfer, etc.</p> <ul style="list-style-type: none"> • Do not utilize the bar code label. • Please darken the correct ovals in blocks 1-5 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Block</th> <th>Enter</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Print members full name/rate and unit</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Enter members SSN and darken the corresponding ovals</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Enter correct pay grade and darken the corresponding ovals</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Enter the correct reason code for the evaluation</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Enter the correct period ending date and darken the corresponding ovals</td> </tr> </tbody> </table>	Block	Enter	1	Print members full name/rate and unit	2	Enter members SSN and darken the corresponding ovals	3	Enter correct pay grade and darken the corresponding ovals	4	Enter the correct reason code for the evaluation	5	Enter the correct period ending date and darken the corresponding ovals
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2	Enter members SSN and darken the corresponding ovals												
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5	Enter the correct period ending date and darken the corresponding ovals												

IF BAR CODED LABEL IS AFFIXED DO NOT COMPLETE BLOCKS 1-5.

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TT3 JOHN NEVERLAND

2. SOCIAL SECURITY #

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How to Complete Enlisted Performance Evaluation Forms, Continued

Completing the EPEF (cont'd)

Step	Action			
4	<p>Darken the ovals that properly evaluate the member.</p> <ul style="list-style-type: none">• One mark per field. Multiple marks cause the form to reject.• The supervisor and marking official should use a pencil and enter a mark in the oval, which can be erased if necessary.• The Approving official agrees/disagrees and darkens the appropriate oval.			
5	<p>All marks of</p> <ul style="list-style-type: none">• 1• 2• 7• or unsatisfactory in Conduct <p>Must have page 7's (CG-3307, Administrative Remarks) placed inside the EPEF.</p> <p>Note: <u>Do not</u> staple the page 7 to the form</p>			
6	<p>Darken the correct Conduct oval.</p> <div><table><tr><td><p>CONDUCT The degree to which this member, through personal behavior, conformed to rules, regulations, and military standards, on and off duty.</p></td><td><p>UNSATISFACTORY <input type="radio"/></p><p>Failed to meet minimum standards as evidenced by NJP, OIA, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to division and military rules, regulations and standards.</p></td><td><p>SATISFACTORY <input checked="" type="radio"/></p><p>No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and division and military standards as evidenced by no adverse CG-3307 entries.</p></td></tr></table><p>RECOMMENDATION FOR ADVANCEMENT</p></div> <ul style="list-style-type: none">• A mark of unsatisfactory requires an Adverse Administrative Remarks page 7.	<p>CONDUCT The degree to which this member, through personal behavior, conformed to rules, regulations, and military standards, on and off duty.</p>	<p>UNSATISFACTORY <input type="radio"/></p> <p>Failed to meet minimum standards as evidenced by NJP, OIA, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to division and military rules, regulations and standards.</p>	<p>SATISFACTORY <input checked="" type="radio"/></p> <p>No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and division and military standards as evidenced by no adverse CG-3307 entries.</p>
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Continued on next page

Section A
PERFORMANCE

How to Complete Enlisted Performance Evaluation Forms, Continued

Completing the EPEF (cont'd)

Step	Action								
7	<p>The supervisor, marking official and approving official must darken in one oval for a mark of not recommended or recommended. The Progressing oval has been discontinued as per ALDIST 189/98.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; vertical-align: top;">SUPERVISOR:</td><td style="vertical-align: top;"> <input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed </td></tr> <tr> <td style="vertical-align: top;">MARKING OFFICIAL:</td><td style="vertical-align: top;"> <input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended </td></tr> <tr> <td style="vertical-align: top;">APPROVING OFFICIAL:</td><td style="vertical-align: top;"> <input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended </td></tr> </table> </div> <ul style="list-style-type: none"> All members marked not recommended will not receive a SWE. All evaluations completed in the spring are for the November SWE cycle. Evaluations completed in the fall are for the May SWE cycle. Reservists are evaluated one time per year in May for the October SWE cycle. 	SUPERVISOR:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed	MARKING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	APPROVING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended		
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APPROVING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended								
8	<p>The EPEF must have four signatures for processing.</p> <ol style="list-style-type: none"> 1. The supervisor 2. Marking official 3. Approving official 4. Member <p>Reminder: <u>Do not</u> use red ink! The Progressing and Performance Qualification blocks are not used, as per ALDIST 189/98.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">SUPERVISOR:</td><td style="vertical-align: top;"> <input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed </td></tr> <tr> <td style="vertical-align: top;">MARKING OFFICIAL:</td><td style="vertical-align: top;"> <input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended </td></tr> <tr> <td style="vertical-align: top;">APPROVING OFFICIAL:</td><td style="vertical-align: top;"> <input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended </td></tr> </table> </td><td style="width: 70%; vertical-align: top;"> <p>DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</p> <p>Signature _____ Rate/Work _____ Date _____</p> <p>I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</p> <p>Signature _____ Rate/Work _____ Date _____</p> <p><input type="radio"/> Concur <input type="radio"/> Do not concur, changes made <input type="radio"/> Counseling/CG-3307 Documentation for 1, 2, and 7's required <input type="radio"/> Counseling required (specify areas) _____</p> <p>Signature _____ Rate/Work _____ Date _____</p> </td></tr> </table> <p><small>MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE EVALUATION FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I (DO) (DO NOT) REQUEST A COPY OF MY EVALUATION. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL. <input type="radio"/> I do not desire to participate in the next service wide examination.</small></p> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">SUPERVISOR:</td><td style="vertical-align: top;"> <input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed </td></tr> <tr> <td style="vertical-align: top;">MARKING OFFICIAL:</td><td style="vertical-align: top;"> <input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended </td></tr> <tr> <td style="vertical-align: top;">APPROVING OFFICIAL:</td><td style="vertical-align: top;"> <input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended </td></tr> </table>	SUPERVISOR:	<input type="radio"/> Progressing <input type="radio"/> Recommended <input type="radio"/> Performance Qualifications Completed	MARKING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	APPROVING OFFICIAL:	<input type="radio"/> Not recommended <input type="radio"/> Progressing <input type="radio"/> Recommended	<p>DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</p> <p>Signature _____ Rate/Work _____ Date _____</p> <p>I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</p> <p>Signature _____ Rate/Work _____ Date _____</p> <p><input type="radio"/> Concur <input type="radio"/> Do not concur, changes made <input type="radio"/> Counseling/CG-3307 Documentation for 1, 2, and 7's required <input type="radio"/> Counseling required (specify areas) _____</p> <p>Signature _____ Rate/Work _____ Date _____</p>
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Administrative Review of the EPEF

Introduction

Everyone involved in the enlisted evaluation process has a responsibility to ensure the form is properly completed.

- An audit of the form will ensure the form scans properly the first time.

Remember the critical nature of the EPEF demands that members, Commands, PERSRUs, and processing points adhere strictly to these guidelines to provide the best service to the member being evaluated.

Reasons the EPEF rejects

Listed below are several reasons the EPEF will be rejected by the optical scanner. Pay special attention to these areas during your review of each form.

- Wrong period ending date/wrong evaluation reason -- Bar code label is used for transfer, advancement or other reason code.
 - Too many marks in field -- Occurs when the rating chain properly changes a factor mark but fails to erase the original mark completely.
 - No marks in field -- When a bar code label is not used, all corresponding ovals must be darkened. One oval per factor must be darkened.
 - Need supporting CG-3307.
 - Pay grade does not match -- The unit marks the member for semi annual evaluation when in fact the member advanced at an earlier date.
 - No signature -- The supervisor, marking official and approving official must sign the form.
 - Missing evaluatee signature -- Self-explanatory. The member's signature is mandatory. If the member will be unavailable at the end of the marking period, ensure enough lead-time in EPEF preparation to obtain the signature by mail if necessary. This guidance applies to the evaluation of Reserve personnel in particular.
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Continued on next page

Administrative Review, Continued

Unit Responsibility

Any form that is improperly completed will be returned to the unit for correction.

Note: If the member has transferred; it is the unit's responsibility to forward the EPEF to the new Command.

If you need more information or assistance

Any questions concerning the Enlisted Evaluation Form should be referred to HRSIC (ADV) at 785-357-3400 or e-mail to ADV.

Section Overview

Introduction This section will guide you through the procedures following NJP or courts-martial proceedings, reporting a member UA or a deserter, and reporting a member who has returned after being absent or declared a deserter.

In this section

Topic	See Page
Nonjudicial Punishment (NJP) Checklist	10-B-2
Courts-Martial Checklist	10-B-3
Unauthorized Absence	10-B-4
Desertion	10-B-7
Reporting Return of Absentee or Deserter	10-B-10
Reporting Civil Arrest or Conviction	10-B-13

Nonjudicial Punishment (NJP) Checklist

Introduction This checklist has been provided as a job aid to assist the unit/PERSRU in completing all necessary tasks required after NJP proceedings. This job aid is designed to be reproduced locally.

Reference Military Justice Manual, Article 1-F-3, Personnel Record Entries

NJP checklist Follow these procedures after NJP proceedings.

Step	Action	Reference	Date
1	Forward to the PERSRU the CG-4910 and the Acknowledgment of Rights Acceptance of NJP	MJM	
2	Complete special performance evaluation and required CG-3307 entries and forward to HRSIC (ADV) Note: Copy of the CG-3307s must be sent to the PERSRU.	10-B-2 PERSMAN PG-7 Instruction	
3	File a copy of CG-4910 and Acknowledgment of Rights Acceptance of NJP in the unit punishment book, replace with original when returned from the PERSRU	1-F-3 MJM	
4	Initiate report to COMDT (W-KS-5). Refer to Section 2-T of the Personnel Security Program, COMDTINST M5520.12 for detailed information.	2-T PERSEC	

Courts-Martial Checklists

Introduction These checklists have been provided as a job aid to assist the unit/PERSRU in completing all necessary tasks required after a courts-martial. This job aid is designed to be reproduced locally.

Reference Military Justice Manual,
Section 5-G, Courts-Martial Action and Review
Section 5-E, Suspension of Sentence

Summary courts-martial Follow these procedures after the convening authority has acted on a summary courts-martial where the member was found guilty.

Step	Action	Reference	Date
1	Forward to the PERSRU <ul style="list-style-type: none">• Copy of DD-Form 2329• Acknowledgment of Rights• Copy of Supplementary Promulgating Order	MJM	
2	Complete special performance evaluation and required CG-3307 entries and forward to HRSIC (ADV) Note: Copy of the CG-3307s must be sent to the PERSRU.	10-B-2 PERSMAN PG-7 Instruction	
3	Initiate report to COMDT (W-KS-5). Refer to Section 2-T of the Personnel Security Program, COMDTINST M5520.12 for detailed information.	2-T, PERSEC	

Special or general courts-martial Follow these procedures after the convening authority has acted on a special or general courts-martial.

Step	Action	Reference	Date
1	Forward copy of promulgating order to PERSRU	MJM	
2	Notify PERSRU of member's fine repayment intentions (if fine imposed)	MJM	
3	Complete special performance evaluation and required CG-3307 entries and forward to HRSIC (ADV) Note: Copy of the CG-3307s must be sent to the PERSRU.	10-B-2 PERSMAN PG-7 Instruction	
4	Initiate report to COMDT (W-KS-5). Refer to Section 2-T of the Personnel Security Program, COMDTINST M5520.12 for detailed information.	2-T PERSEC	

Unauthorized Absence

Introduction	This has been provided as a job aid in determining the procedures when a member is in an unauthorized absence (UA) status.
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References	COMDTINST M1000.6 (series), CG Personnel Manual Article 8-C-1, Unauthorized Absence of Officers Article 8-C-2, Unauthorized Absence of Enlisted Personnel
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UA for less than 24 hours	When a member has been UA for less than 24 hours, the unit is responsible for initiating any and all disciplinary action.
----------------------------------	---

UA for over 24 hours	Use this table when a member fails to report and is placed in unauthorized absence status.
-----------------------------	--

When member	Then the ...	Does this ...
Fails to report in PCS	Unit	Contacts unit from which transferred to determine if orders were amended or canceled
		Notifies PERSRU
Fails to report TAD to unit or enters UA while TAD	TAD unit	Notifies permanent unit
	Permanent unit	Notifies PERSRU that maintains PDR
Fails to report	Unit	Notifies PERSRU

Note: If member is an officer also notify CGPC (opm).

Continued on next page

Unauthorized Absence, Continued

UA for 10 days When the member has been UA or 10 days, notify the next of kin by letter as follows:

I regret the necessity of informing you that your (son/daughter/other relationship as appropriate), (insert full name and rate), who enlisted in the Coast Guard on (date of enlistment) and was attached to this unit has been on unauthorized absence since (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest Coast Guard or other military activity immediately since the gravity of the military offense increases with each day of absence. Should your (son/daughter/other relationship) remain absent for 30 days, your (son/daughter/other relationship) will be declared a deserter, and a federal warrant will be issued. Additionally, information concerning the unauthorized absence will be provided to the National Crime Information Center. This information will be available to all law enforcement agencies throughout the country.

For member in paygrade E-4 (less than 4 years service) or more junior, with dependents add the following paragraph in letters to the dependents.

If your (appropriate relationship) remains in an unauthorized absence status for more than 29 days, you may be entitled to Basic Allowance for Housing (BAH), not to exceed 2 months. To be eligible for BAH you must not be assigned to Government Quarters, and can not be residing with the member. Your request for BAH must be submitted within 3 months of the date that your (appropriate relationship)'s absence commenced. Please include a statement indicating that you are not residing with your (appropriate relationship).

Submit your request to:

COMMANDING OFFICER (MAS)
COAST GUARD HUMAN RESOURCES SERVICE & INFORMATION CENTER
444 S. E. QUINCY STREET
TOPEKA KS 66683-3591

If you have any questions, contact (local unit) for assistance.

- If the member is E-4 (less than 4 years service) or more junior and dependents are residing with a guardian, send a separate letter to the guardian.

Continued on next page

Unauthorized Absence, Continued

UA at time of sailing Follow these procedures when a member is UA at time of sailing.

Step	Action
1	Complete the following CG-3307 entry (P&D-5) Missed sailing of this vessel from (place of sailing) on (date) on route to (destination). Member had knowledge of the time movement was scheduled. Note: Make a notation on the sailing list.
2	If the vessel deploys for 10 or more days: <ul style="list-style-type: none">• Administratively transfer the absentee TAD to the nearest PERSRU ashore• Complete a CG-3307 (P&D-5) showing unit transferred to and disposition of records and personal effects• Forward original CG-3307 immediately to CGPC (adm-3), copy to PERSRU and unit file
3	Inventory absentee's personal effects and coordinate with the Transportation Officer for shipment of absentee's personal effects Note: Shipment will be charged against the member's pay.
4	If member is absent while the vessel is in a foreign port, report absence to the nearest US consulate. Include instructions for disposition of the absentee if apprehended.

Desertion

Introduction This has been provided to assist you through the procedures for declaring a member to be a deserter.

Reference COMDTINST M1000.6 (series), CG Personnel Manual
Article 8-A-2b, Deserter
Article 8-A-7, Disposition of Personnel Effects of Absentees or Deserters

Procedure for declaring a member a deserter Use this procedure when declaring a member to be a deserter.

Step	Action
1	<p>Issue DD Form 553 normally the 31st day of absence.</p> <ul style="list-style-type: none">• You may declare the member a deserter before the 31st days when the member's intentions are known. <p>Note: In cases where a member was declared a deserter early, issue DD Form 553 on the day member was declared a deserter.</p>
2	<p>Send original DD Form 553 to CGPC (adm-3) Distribute signed copies of DD Form 553 to:</p> <ul style="list-style-type: none">• Member's PERSRU• District Commander (o) of the district that the member is absent from• District Commander (o) of the district of the absentee's home of record• Commandant (G-O) if home of record is within 30 miles of the District of Columbia• Recruiting office nearest to the home of record• Next of kin via certified mail, return receipt requested, deliver to addressee only• Mayor (or chief of police) of the home of record and of any town to which the absentee may have proceeded

Continued on next page

Desertion, Continued

**Procedure for
declaring a
member a
deserter
(continued)**

Step	Action
2 C o n t i n u e d	<ul style="list-style-type: none">• Commanding Officer of the Coast Guard unit and the Armed Forces Police establishment nearest the home of record and any area the absentee may have proceeded to• In the case of an alien believed to be in a foreign country: DEPARTMENT OF STATE ATTN VISA OFFICER-SCA/VO STATE ANNEX NO 2, WASHINGTON DC 20520• In the case of an U.S. citizen believed to be in a foreign country: DEPARTMENT OF STATE PASSPORT OFFICE/PTLS 1425 K STREET NW WASHINGTON DC 20524
3	Forward PDR's to the PERSRU within 2 days
4	Inventory and transfer deserter's personal effects
5	If member is mentally irresponsible at the time of absence from a hospital, inform CGPC (epm), via chain-of-command, by letter

Continued on next page

**Section B
DISCIPLINE**

Desertion, Continued

**Procedure for
declaring a
member a
deserter
(continued)**

Step	Action
6	<p>Notify next of kin by letter with the following:</p> <p>I regret the necessity of informing you that your (son/daughter/other relationship as appropriate) (full name and rate), who enlisted in the Coast Guard at (place of enlistment) on (date of enlistment), and was attached to this unit, has been on unauthorized absence since (date) and is being declared a deserter from the U. S. Coast Guard effective (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest U. S. Coast Guard activity immediately since the gravity of this offense increases with each day of absence. If you have been issued a Uniformed Services Identification and Privilege Card (DD-1173), the privileges of this card are no longer available to you due to desertion of your (son/daughter/other relationship). You should return this card to the nearest U. S. Coast Guard unit.</p>

Reporting Return of Absentee or Deserter

Introduction This has been provided to assist you through the procedure for reporting the return of an absentee or deserter.

Reference COMDTINST M1000.6 (series), CG Personnel Manual, Article 8-kA-3, Return of Absentee or Deserter

Delivery by civil authorities Follow these procedures when reporting the return of absentee/deserter.

Step	Action
1	Before accepting delivery by civil authorities ensure: <ul style="list-style-type: none">• that no criminal charges are pending• if charges are pending, forward a full report to CGPC (epm/opm)• take no action pending receipt of instructions
2	If civil charges are made after custody has been accepted, the provisions of the Manual for Courts-Martial apply.
3	Give civil authorities no assurance that an absentee or deserter will be tried by military court for violations of Federal or State laws, or that any individual will be retained in or discharged from the service.

Adequate facilities for retention Before accepting delivery of an absentee or deserter ensure your unit is considered an adequate facility. To be considered an adequate facility for retention of absentees or deserters, the facility must meet these requirements:

- **Shore unit** - must be equal to or exceed those of a Coast Guard station.
- **Afloat unit** - must be equal to or exceed those of a WLM class cutter.

Note: If your unit does not meet these requirements, you should request instruction from district commander (o).

Continued on next page

Section B
DISCIPLINE

Reporting Return of Absentee or Deserter, Continued

**Removal of
absentee
wanted notice**

If the member has been declared a deserter, prepare and distribute the CG-2842 to each addressee who was previously sent a DD Form 553.

**Reporting
return**

Notify the proper authority as shown in the reporting return table.

Notification will contain:

- Name and SSN of the member
- Date, hour, and circumstances of return
- Summary of any pending civil charges

Information regarding the date and hour of absence may be obtained from the absentee only after compliance with Article 31(b) of the Uniform Code of Military Justice.

**Reporting
return table**

Notify the proper authority as shown in the table below.

When return is to	And unit is	Then report to
Unit from which absent		District commander, Info: CGPC (epm) or CGPC (opm)
Unit other than from which absent	under the operational control of a section or group	Section or group commander by telephone or other rapid means Section or group will take action according to the Uniform Code of Military Justice
Unit in same district	not under the operational control of a section or group	District commander, Info: CGPC (epm), or CGPC (opm) Unit from which absent
Unit outside district	not under the operational control of a section or group	District commander from which absent, Info: CGPC (epm) or CGPC (opm) Unit from which absent Note: If absentee was apprehended or delivered (vs surrendered), report return to CGPC (epm) or CGPC (opm) Info: Local district commander Unit from which absent

Continued on next page

Reporting Return of Absentee or Deserter, Continued

**District
responsibility**

When notified of the return of an absentee or deserter, the district commander for the homeport/permanent duty station from which the member is absent will:

- Direct the return of an absentee or deserter to a unit in the district for disciplinary action
 - Request assignment instruction from CGPC (epm) or CGPC (opm) if the member has been temporarily assigned to a unit other than the unit from which the member is absent for disciplinary action
 - Coordinate with HRSIC (DC) for checkage of the member's pay account for travel costs
-

**Absentee or
deserter from
other branch of
the Armed
Forces**

Follow these procedures for reporting the return of an absentee or deserter from another branch of the U. S. Armed Forces.

Step	Action
1	Immediately notify the commanding officer of the parent organization by message and request instructions
2	Included the following as info addressees as appropriate: <ul style="list-style-type: none">• CGPC (epm) or CGPC (opm)• Adjutant General, Department of the Army• Chief of Naval Personnel• Air Adjutant General, Department of the Air Force• Commandant, Marine Corps
3	Prepare a statement in triplicate that includes the following: <ul style="list-style-type: none">• Time date and place taken into CG custody• Circumstances of return (whether surrendered, delivered, or apprehended)• Name and address of person or agency effecting apprehension or delivery
4	Provide an original and one copy of the statement to the representative of the agency taking custody of the member

Reporting Civil Arrest or Conviction

Introduction The arrest or conviction of a Coast Guard member (active or reserve) by civil authorities must be reported in accordance with the following references.

Reference

- COMDTINST M1000.6 (series), CG Personnel Manual, Section 8-B, Civil arrest and conviction
- COMDTINST M5520.12 (series), CG Personnel Security Program, Paragraph 2-T
- COMDTINST M7220.29 (series), CG Pay Manual, Paragraphs 2-C-4, 2-C-5, and 2-C-6

Process Overview This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references.

Stage	Who does it	When	What happens	References
1	Unit	Upon learning of a member's arrest or detention by civil authorities	<ul style="list-style-type: none">• Notifies cognizant Security Officer (For units below the Group level this will be the Group Security Officer).• Notifies servicing PERSRU if the member is not entitled to service credit while in the custody of civil authorities.	8-B PERSMAN 2-C-4 PAYMAN
2	Security Officer	Upon notification of member's arrest	<ul style="list-style-type: none">• Completes a Personnel Security Action Request (CG-5588) (The form is available in the "Forms Menu" program).• Sends completed CG-5588 to COMDT (W-KS-5).• Sends copies of the report to: CGPC (epm) or (opm) and (adm-3).	2-T PERSEC

Continued on next page

Reporting Civil Arrest or Conviction, Continued

Process Overview, Continued This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references, continued.

Stage	Who does it	When	What happens	References
2 CONT'D	Security Officer	Upon notification of member's arrest	<ul style="list-style-type: none">• Sends a copy of the report to the district or area security officer (if not collocated).	2-T PERSEC
3	PESRU/ISC	Upon notification of member's arrest and detention beyond the normal expiration of authorized leave or liberty	<ul style="list-style-type: none">• Completes a "Begin Confinement" Transaction in SDA II.• Upon the member's return to duty, completes a "Return from Confinement" Transaction".	2-C-4 PAYMAN
4	Security Officer	Within 60 days of the date the incident occurred and every 60 days until final disposition of the case is known	<ul style="list-style-type: none">• Submits an interim report to COMDT (W-KS-5) using form CG-5588.• Sends a copy of the report to the district or area security officer (if not collocated), CGPC (epm) or (opm) and (adm-3).	2-T PERSEC
5	Security Officer	Upon notification of the final disposition of the case	<ul style="list-style-type: none">• Submits a Final report to COMDT (W-KS-5), using form CG-5588.• Sends a copy of the report to the district or area security officer (if not collocated), CGPC (epm) or (opm) and (adm-3).	2-T PERSEC